

# Operations Plan

**Private School**



**235-251 Washington Avenue**

**Miami Beach, Florida**

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# CONCEPT

The vision is to beautify these parcels with a new private school and an accompanying recreational open space area. Currently, BaseCamp305, located at 224 2<sup>nd</sup> Street, has educational capacity for students Pre-Kindergarten to 2<sup>nd</sup> Grade. This companion location will allow expansion to upper elementary and perhaps middle school in the coming years.

The proposed location is strategically located between a residential neighborhood, businesses, and offices. There are few private school options in the area and the intent is for this to be a community school focused on families living in Miami Beach south of 30<sup>th</sup> Street. The public schools in the area are highly regarded and very good options; however, they are all very crowded and have high student-teacher ratios per classroom. This condition will likely worsen as more families migrate to Miami Beach as full-time residents.

The property, and proposed design, will foster a safe environment for growth and development of the child. The school's foundations are based on STEAM and project-based learning with awareness on sustainability, health and nutrition. The design includes a significant amount of outdoor and greenspace to accommodate physical fitness and outdoor learning and gardening.

# STUDENT CAPACITY

The school will gradually increase to an enrollment of forty (40) students. The ages of the students will be between eight (8) and thirteen (13) years old. The school will have two floors of three classrooms adjacent to a large makerspace for projects and cross-collaboration between grades. The ground level will have a large flex-space for student assemblies and the 4<sup>th</sup> floor will serve as a learning kitchen/cafeteria, but can also handle other activities such as music, art or drama classes during the day.

## **DROP-OFF/ PICK-UP**

The school will efficiently utilize access from Washington Avenue and Collins Court. Vehicle access and parking will be from the rear, and pedestrian and bicycle access will be from either the front or rear.

The hours of operation will be between 7:00 AM and 5:00 PM. Although, classes will not begin until 8:00 AM. This intentionally permits sufficient drop-off and pick-up time. Students will be permitted to arrive between 7:30 AM and 8:00 AM, and pick-up will begin at 2:30 PM based on the grade.

Drop-off and pick-up will occur on site. The driveway will be accessible from Collins Court. The property will also incorporate ten (10) bicycle racks for school employees and parents. The bicycle parking area is located under the building and accessible from Washington Avenue and Collins Court. As a school located within a mix of residential and businesses, the expectation is that a number of parents and guardians will walk to drop-off and pick-up the children.

## **STAFFING**

In order to accommodate the steadily growing student capacity, the school staff is also projected to increase over time. Depending on the number of students enrolled, the maximum number of staff will be composed as follows:

- Seven (7) full-time teachers
- Two (2) full-time school administrators
- Two (2) full-time staff members for food and snack distributions
- A janitorial service for daily cleaning.

## **ACCESS & SECURITY**

All external access points will be secured during school hours. Vehicle drop-off and pick-up will be strictly located within the onsite driveway accessible from Collins Court. Staff will have secured access to the gates and student entrances. All visitors, prospective families and employees will enter via the dedicated administrative access on the west side of the property (from Washington Street) in order to segregate students from outside visitors and ensure safety for all students and employees. The property will be equipped with key-card access for all gates, doors and elevators as well as video surveillance throughout. Additionally, the school will hire an off-duty Miami Beach Police Department Officer or armed security guard during school hours.

## **DELIVERIES & COLLECTIONS**

The following procedures will be implemented to ensure minimal impact on local residents and neighboring businesses:

All deliveries will be received from the Collins Court alley. The double-width alley allows temporary parking for deliveries and sufficient room for passing. Deliveries will only be accepted between the hours of 7:00 AM to 5:00 PM. Companies making frequent deliveries will be identified prior to operation and will be directed to seek alley permits. Large, non-frequent deliveries, such as furniture installation, will be directed to park in freight and commercial loading zones in the area. Between 3<sup>rd</sup> Street and 2<sup>nd</sup> Street, east of the property, there are freight and commercial loading zones on Collins Avenue and Ocean Drive. Please see below an excerpt of the Parking Department's Map.



Trash collection will similarly occur on the east side of the property from Collins Court. Collection will take place during the City’s regularly scheduled times for this property. At this time, trash collection occurs on Mondays and Thursdays and recycling collection occurs on Wednesdays.